Supervisors' Friday

WYBC THE YALE BROADCASTING COMPANY

PROGRAM DEPARTMENT APRIL 13, 1948

TO ALL MEMBERS AND HEELERS:

DIRECTIONS: "ANNOUN-ENGINEERING SYSTEM" CHART

*MEMBER AND AUTHORIZED HEELERS MAY BEGIN FILLING OUT THEIR SCHEDULES ON WEDNESDAY, APRIL 14 FOR PROGRAMS COMMENCING APRIL 19.

*SUPERVISOR WILL BEGIN USING THE "SYSTEM" ON APRIL 19.

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HOW TO USE PROGRAM'S NEW "ANNOUN-ENGINEERING SYSTEM" CHART

I-PURPOSE

A. Any new program chart is created for the express purpose of facilitating one or more aspects of broadcasting.
B. The new "System" chart should help all supervisors during the hours "on the air" in that by "Sign On" of each day the Supervisors will know exactly who announces what part of what show, etc. (See below)
C. The old Announcing shift is completely done away with (although the Engineer's old time shift system is retained)

II-NEW FEATURES-ANNOUNCING

A. An announcer no longer signs up for definite time shifts on any days during the week. With the new system he schedules himself by programs at any time (remembering what class announcer he is and therefore what times he is a uthorized to announce) on as many days as he chooses.
B. The "System" provides for three types of announcers. Some shows may call for merely one of the three or two of the three or in a few cases all three. The following are the types:

1. Staff announcer (program).
This announcer reads show continuity exclusively, also Break preceding and commercial following.
2. Staff announcer (commercials)
This announcer merely reads commercials on the show in question. This announcer does not give preceding Break nor does he give commercial following.
3. Feature announcer or special announcer or star of show!! Rick Pratt on "Time Out" and Tubby Walker on "Cava loade" are examples. Feature announcers do not give preceding Breaks nor do they read following commercials; therefore every feature show will require a staff announcer to give preceding bread a nd following commercial even though no staff announcers are used on show itself.

DIRECTIONS: "ANNOUN-ENGINEERING SYSTEM" CHART (cont.)

C. No announcer may schedule himself on two consecutive shows; that is, if announcer A reads show continuity a s Staff announcer (comms.) on the same show, neither of these two announcers may appear on the following show. One or both, however, may appear in any capacity on the third show. As a reminder of this programs on the "ANNOUN-ENGINEERING SYSTEM" CHART are listed in two colors, alternating with pink and blue. You might stay clear of the Program Department's whip by scheduling yourself opposite pinks or blues consistently on any one evening in question. (N.B. The blue segments of scotch tape concern the announcers in no way whatsoever!)

D. Your schedule must be made out by 4:00 on the day in question. You schedule by placing your name tags opposite programs as either Staff announcer (program), Staff announcer (commercial), or Feature announcer. (Engineer's: see below) N.B. The supervisor at 4:00 o'clock will record onto the Program Log of the day in question exactly what the "SYSTEM" chart shows as scheduled for the day in question. Around 4:30 Program Department will clear the "SYSTEM" for the day in question and will list the programs for the same day of the following week. Tags opposite "Supervisor," "Yawn Club" and "Stardust" however, will not be removed by the Program Department. Members concerned who are supervisors, yawn clubbers, and stardusters and who would not be able to take their show for the following week will themselves remove their tag. In this case the blank space will indicate that a substitute is required. Please remember that names opposite all other shows will be removed. In short newscaster on "College News" who hereon will be considered Feature announcers, are responsible for scheduling themselves no matter how many times they are signed up in the News Department. This applies likewise to members on "The World Today," and to all other feature announcers.

II-NEW FEATURES - ENGINEERING

A. The Following are the new official engineering shifts:

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|---|---|
| 4:15 - 6:00 | Shift #1 |
| 6:00 - 7:30 | do #2 |
| 7:30 - 9:00 | do #3 |
| 9:00 - 10:05 | do #4 |
| 10:05 - 11:05 | do #5 |

One engineer will place his tag under "Engineer" within the blue scotch tape strips that bound either shift 1, 2, 3, 4. Shift #5 includes only "Symphony Hall" strictly engineered by someone called "Pooper." It is permissible that two members or authorized heelers take one shift. This, however, must be indicated on the "Announ-Engineering System" chart by one or more tags within the proper blue strips of scotch tape.

B. All engineering schedules must be complete by 4:00 of the day in question.

DIRECTIONS: "ANNOUN-ENGINEERING SYSTEM" CHART (cont.)

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III-STARDUSTERS, YAWN CLUBBERS, AND SUPERVISORS

A. A list of stardusters, yawn clubbers, and supervisors will be placed below the "System" chart. Only those listed may schedule themselves as stardusters, Yawn clubbers, and supervisors, except in the case of substitutes. It is reminded again that stardusters, yawn clubbers, and supervisors, no matter how regular they are on their shows, must remove their tags when during any week they can not make their show!

IV-ANNOUNCING AND ENGINEERING CLASSIFICATIONS

A. A list of every member and heeler will be placed below the "System" chart, indicating the announcing and engineering classification of each. Announcers will be classified as either "A" or "B". As ma ny "A's" as possible will operate from 7:00 to 11:05. Heelers classified and a uthorized will announce and engineer. <u>They must schedule themselves the same as members</u>.

V-IT'S UNFORTUNATE IF YOU FORGET

A. Blank spaces opposite shows will indicate that no members or heelers are available for those shows. If a member or authorized heeler forgets to schedule himself before 4:00 the supervisor may substitute anyone he chooses. No programs or engineering shifts may be called in on telephone <u>per se</u>. An individual may supervize his scheduling via telephone. ALWAYS REMEMBER: THE TAGS TELL THE STORY!!!!

mao